

**INDIANA DEPARTMENT OF INSURANCE
REQUEST FOR CONTINUING EDUCATION COURSE APPROVAL**

Will seminar be held on a one-time only basis? Yes____ No____ Provider #____

Will course be open to public? Yes____ No____

Provider Name_____

Address_____

City_____ State_____ Zip Code _____

Contact Person_____

Telephone No. (____)_____ (800# if available)

Federal Tax ID No. _____

E-Mail Address of Contact Person_____

Course Title_____

If filing Course Revision state Original Course Number_____

Date of Course_____ Start Time_____ End Time_____

Course/Seminar Location (Street Address, City, State, Zip Code)

If filing as Secondary Provider using self-study course material previously approved for another IN provider, state Provider Name, course title & credit hours originally approved. You must attach a copy of Authorization Agreement.

Instruction Method:	For Self-Study:
Classroom/Seminar _____	Textbook _____ Internet _____
Convention Workshop _____	CBT _____

Number of credit hours requested_____

Date

Signature of Contact Person

NOTE: Seminar filings must be received by the DOI at least 60 days prior to the beginning of the seminar—NO EXCEPTION.

The following must be included with course filing as set out in the December, 2001 Guidelines. One (1) original set of all documentation, **\$40.00** filing fee, Content Outline/Agenda, Text Material. If self-study course, include original textbook or screen prints, sealed copies of 3 sets of examinations. Rule 50 and Guidelines available on website for reference. Mail submission to: Indiana Department of Insurance, 311 W. Washington Street, Indianapolis, IN 46204-2787.

IDOI Fax number: (317) 232-5251; E-Mail address jcanfield@doi.state.in.us.

